



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Cosmetology

P.O. Box 11329 • Columbia, SC 29211-11329

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www.llr.state.sc.us/POL/Cosmetology/



*CONTINUING EDUCATION PROVIDERS MUST COMPLETE AND RETURN THE SUBMISSION FORM, APPROPRIATE CHECKLIST, AND THE PROPOSED CONTINUING EDUCATION MATERIALS FOR BOARD REVIEW ON OR BEFORE **OCTOBER 15**.*

***Submissions must be received by October 15.** Continuing Education submissions postmarked after October 15 will NOT be considered. Submissions timely submitted but lacking required information, proper format, or technical accessibility will be returned to the provider and may be considered at a subsequent Board meeting as the agenda allows.*

GENERAL INFORMATION FOR CONTINUING EDUCATION PROVIDERS

1. The Board approves the curriculum for all continuing education classes. New topics cannot be introduced without prior Board approval.
2. All programs shall be completely generic. No mention, promotion or selling of products can take place.
3. The following individuals may instruct continuing education, if their licenses and/or credentials are in good standing: South Carolina instructors, FEC and/or Hair Designer Guild members, out of state instructors with resume.
4. If the program starts late, the end time must be extended accordingly. There shall be no early dismissals other than for emergencies.
5. Adequate space and seating shall be provided for on-site classes so that each attendee shall be able to see and hear all segments of the program.
6. No continuing education on-site classes shall be approved for the day prior to or the day of a scheduled Board meeting.
7. Licensees must provide two forms of identification, one of which must be a government issued photographic identification and the other a LLR issued professional license.
8. Monitors and registrars for continuing education classes are not required to be licensed. Monitors for on-site programs shall be on duty at all times while the program is ongoing, and shall ensure that all attendees sign a check in and check out sheet. Monitors shall maintain order and ensure that verification of attendance and evaluation forms are completed and signed at the end of the program.

9. The Board will consider an application for changes to approved continuing education classes by any association no more than five times in one year following the October 15, deadline. Any request for changes must be submitted to the Board in writing.

10. Changes requested by the Board upon review will be forwarded by staff to the providers. Corrections must be received by the Board staff by November 7, or at least six business days prior to the regularly scheduled November Board meeting following the October work session. Corrections received after that date will result in packages not being finally approved until a subsequent Board meeting.

11. Each provider must submit all information to the University of South Carolina no later than fourteen (14) days after the class is held. This includes verification of attendance and evaluation forms, and the appropriate fee.

12. Each provider must notify all participants that they must receive their certificates from the University of South Carolina before they can be considered compliant with continuing education requirements for renewal of their license.

14. NO APPROVED CLASS MAY BE CANCELLED without prior Board approval except in the case of an emergency, and approval in that instance must be sought as soon as possible after the cancellation. A lack of pre-registered participants is not considered an emergency.



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INSTRUCTIONS FOR CONTINUING EDUCATION CLASS PACKAGE CONTENT AND SUBMISSION

1. The provider must complete and strictly comply with the CEU documentation checklist. There is a checklist for on-site continuing education and one for on-line submissions. The provider shall complete and submit the package in compliance with the appropriate checklist and with the submission requirements below. Failure to comply will result in the package being returned to the provider for compliance. If a package is returned to the provider for failure to comply with the checklist or with the requirements below, or if content cannot be accessed due to technical failure on the part of the provider, upon resubmission by the provider it may be reviewed at a subsequent Board meeting as the agenda allows.
2. For on-site Continuing Education, the provider must submit three (3) hard copies in a three ring binder, and 3 CDs or 3 flash drives. The CDs or flash drives must contain the same information as hard copies, and the reviewer must be able to access the content thereon. Handwritten class schedules will not be accepted. **If the content on the CD or flash drive cannot be reviewed due to technical failure on the part of the provider, the submission will be returned to the provider as noted above.**
3. For on-line Continuing Education, the provider must submit the Continuing Education Submission Form, checklist and link to the proposed class or classes. All actual course content must be available on the linked website for Board review. **If the content cannot be reviewed due to technical failure on the part of the provider, the submission will be returned to the provider as noted above.**
4. For all proposed instructors, include a color copy of their current South Carolina instructor's license, or for FEC and Hair Designers Guild members, a color copy of documentation of current credentials and good standing. To seek approval of an instructor from out-of-state, submit a color copies of their current licensing credentials and a copy of their resume.

5. A course outline shall be included in the submission, including but not limited to the following for on-site CEUs:

_____ Continuing Education Submission Form (form on Board web site)

_____ Complete, follow, and submit On-site CEU Documentation Checklist (form on Board web site)

_____ Date

_____ Time

_____ Location

_____ Instructor's Name(s) and summary of qualifications

_____ Course outline including lesson plans

_____ Copies of all audio/video tapes or recordings, transparencies or handouts to be used

_____ List of monitors

_____ Number of hours of credit provided upon completion of the class

_____ Participant's written evaluation form

_____ Completed Excel Spreadsheet regarding class information (the required spreadsheet format can be obtained at the Board website)

_____ Fees

6. A course outline shall be included in the submission, included but not limited to the following for on-line CEUs:

_____ Continuing Education Submission Form (form on Board web site)

_____ Complete, follow, and submit On-line CEU Documentation Checklist (form on Board web site)

_____ Instructor's Name and Summary of Qualifications

_____ Course outline including lesson plans

_____ List of sources for CEU materials

_____ Timer

_____ Pop-up questions

_____ Statement notifying licensee of time within which they must complete the full six hour CEU course

_____ Participants evaluation form

_____ Fees

7. The classes must adhere to the submitted program format. The agenda and program curriculum must agree or it will be returned.

8. Class time must be recorded in fifteen (15) minute increments. Breaks and lunch periods shall not be included in the calculation for time attended.

9. Each provider shall furnish to the Board with the submission the number of attendees each proposed location can adequately handle.

CONTINUING EDUCATION SUBMISSION FORM

Request for approval of continuing education programs must meet Cosmetology regulations in the state of South Carolina.

CEU requests must be submitted on or before October 15th.

Name of Course:

Board Approved Cosmetology Association or Statewide Group:

I acknowledge that I understand the requirements for CE submission and approval.

Provider Signature

Date

FOR BOARD USE ONLY:

APPROVED: _____

CHAIRMAN

DENIED: _____

CHAIRMAN

DATE: _____